

Sanitized - Approved For Release : CIA-RDP54-00177A000100120010-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Branch

FROM : Acting Chief, Telephone Section

SUBJECT: Telephone Section Monthly Report

DATE: 31 March 1950

Noted hereon are charges for services rendered by the Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of January, 1950.

Telephone Service Bill	\$9,143.88
Long Distance Bills	1,241.30
M.B. Private Outside Telephones	471.03
T.T. Channels, L.L.'s, P.L.'s and TWX	4,050.85
Miscellaneous	9.50
Total	\$14,916.56

The following information was requested in your memorandum dated 21 November 1949.

For the month of January, 1950:

- a. Total number and cost of outside local calls placed over switchboard, Executive 6115 and Executive 7491-----
No. of calls- 67,516 Total cost- \$2,196.77
- b. Non-recurring installation charges for new station equipment---\$283.00
- c. Recurring rental of new station equipment less value of station equipment disconnected--- increase \$329.34
- d. Non-recurring move or relocation charges for station equipment already in use--- \$182.56

Also, listed below are estimated amounts for services to be rendered during the month of April, 1950.

Telephone Services Bill	\$11,000.00
Long Distance Bills	1,400.00
M.B. Private Outside Telephones	600.00
T.T. Channels, L.L.'s, P.L.'s and TWX	5,000.00
Miscellaneous	50.00
Total	\$18,050.00

A total of 76 requisitions for services were processed by this section during the month of March, 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc.

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TO : Chief, Services Division

DATE: 7 March 1950

25X1A9a FROM :

SUBJECT: Report of Operations by the General Services Branch during the month of February 1950.

Volume:

a. Requests for services on hand prior to February	12
b. Requests for services received in writing during February	195
c. 1. Orders submitted to GSA chargeable to quarterly encumbrance.	123
2. Special orders submitted to GSA not chargeable to quarterly encumbrance. \$463,245.00	12
3. Orders submitted to GSA nonreimbursable.	49
4. Approximately 1650 phone calls received during February.	
d. Space moves during February.	17
Total personnel moved.	106
Equipment moves.	17
Man hours worked by GSA.	830½
Estimated cost.	\$1,183.00
e. Requests for services on hand February 28.	11
f. Reimbursement to GSA for regular assigned laborers to warehouse. 1548 man hours.	\$2,167.20
g. Protective Services (GSA Guard Posts)	
Reimbursable Posts - \$35,100.00	81
Non-reimbursable Posts	26
h. Monies paid to GSA during month of February, for services rendered during months of October, November and December.	\$69,798.82
GSA Guards	7,233.68
GSA Laborers and trucks	22,212.77
Alterations and Installations	534.46
Miscellaneous	
i. Problems: None	

Attachment